

Spokane Transit Authority
1230 West Boone Avenue
Spokane, WA 99201-2686
(509) 325-6000

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, April 10, 2024

1:30 p.m. – 3:00 p.m.

Meeting In Person at Spokane Transit Authority
Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA
w/Virtual Public Viewing Option

AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda (*French*)
3. Chair’s Comments (*French*) (*5 minutes*)
4. Committee Action/Discussion (*20 minutes*)
 - A. Minutes of the March 13, 2024, Committee Meeting – Corrections/Approval
 - B. 2024 Board Operations Committee Work Program (*Meyer*)
5. Committee Action/Discussion (*10 minutes*)
 - A. Consent Agenda
 - i. Metropolitan Transportation Planning Agreement (*Otterstrom*)
6. Committee Chair Reports (*10 minutes*)
 - A. Pam Haley, Planning & Development
 - B. Josh Kerns, Performance Monitoring & External Relations
7. Board of Directors Draft April 18, 2024, Meeting Agenda – Corrections/Approval (*Meyer*) (*5 minutes*)
8. Board Operations Committee Draft May 8, 2024, Meeting Agenda – Information (*Meyer*) (*5 minutes*)
9. CEO Report (*Meyer*) (*15 minutes*)
10. New Business
11. Adjourn

Next Committee Meeting: Wednesday, May 8, 2024, at 1:30 p.m. in person

Virtual Link:	Join here		
Password:	Members: 2024		Guests: 0424
Call-in Number:	1-408-418-9388		Event #: 2499 055 9080

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA’s website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 10, 2024

AGENDA ITEM 2 : APPROVE COMMITTEE AGENDA

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Al French, Committee Chair

SUMMARY: At this time, the Board Operations Committee will review the meeting agenda.

RECOMMENDATION TO COMMITTEE: Approve agenda.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 10, 2024

AGENDA ITEM 3 : BOARD OPERATIONS COMMITTEE CHAIR'S COMMENTS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Al French, Committee Chair

SUMMARY: At this time, the Committee Chair will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 10, 2024

AGENDA ITEM 4A : MINUTES OF THE MARCH 13, 2024, COMMITTEE MEETING –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Amie Blain, Executive Assistant to the Chief Financial Officer

SUMMARY: The March 13, 2024, meeting minutes are attached for your information and correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

Spokane Transit Authority
1230 West Boone Avenue
Spokane, Washington 99201-2686
(509) 325-6000

BOARD OPERATIONS COMMITTEE MEETING

Draft Minutes of the March 13, 2024, Meeting

Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA
w/ Virtual Public Viewing Option

MEMBERS PRESENT

Pamela Haley, City of Spokane Valley,
*Chair Pro Tem, Planning & Development
Committee Chair*
Josh Kerns, Spokane County,
*Performance Monitoring & External
Relations Committee Chair, Alternate*
Dan Dunne, Small Cities Representative
(Liberty Lake)
Zack Zappone, City of Spokane
E. Susan Meyer, Chief Executive Officer,
Ex Officio

MEMBERS ABSENT

Al French, Spokane County, *Chair*

STAFF PRESENT

Carly Cortright, Chief Communications and
Customer Service Officer
Karl Otterstrom, Chief Planning and
Development Officer
Monique Liard, Chief Financial Officer
Dana Infalt, Clerk of the Authority
Amie Blain, Executive Assistant to the Chief
Financial Officer

STAFF ABSENT

Brandon Rapez-Betty, Chief Operations Officer
Nancy Williams, Chief Human Resources Officer

PROVIDING LEGAL COUNSEL

Megan Clark, Etter, McMahon, Lamberson,
Van Wert & Oreskovich, P.C.

1. CALL TO ORDER AND ROLL CALL

Chair Pro Tem Haley called the meeting to order at 1:30 p.m. and conducted roll call in Chair French's absence. Mr. Kerns served as an alternate for Chair French's voting position. The Committee discussed the process and rules surrounding alternates.

2. APPROVE COMMITTEE AGENDA

Mr. Zappone moved to approve the agenda, Mr. Kerns seconded, and the motion passed unanimously.

3. CHAIR'S COMMENTS

None.

4. COMMITTEE ACTION

A. February 7, 2024, Committee Minutes

Mr. Zappone moved to approve the February 7, 2024, Committee meeting minutes as submitted, Mr. Kerns seconded, and the motion passed unanimously.

B. Route 11 – Arena/Downtown Shuttle and Shuttle Park Pass Promotional Fare Resolution

Dr. Cortright presented this item to the Committee with a proposal of a promotional fare of \$0.50 in celebration of the 50th Anniversary of Expo '74, for the Route 11-Arena/Downtown Shuttle from May 3rd through July 7th. The Committee discussed the proposed promotional fare. City Line ridership data will be provided per Mr. Zappone's request.

Mr. Kerns moved to recommend the Board approve, by Resolution, promotional fares for Route 11 and the Shuttle Park pass, to be implemented for a limited period as set forth therein, Mr. Dunne seconded, Chair Pro Tem Haley, Mr. Kerns, and Mr. Dunne voted yes, Mr. Zappone voted no.

5. COMMITTEE CHAIR REPORTS

A. Pam Haley, Chair, Planning & Development (P&D)

Ms. Haley shared the items presented at the Planning and Development Committee meeting on March 6, 2024.

B. Josh Kerns, Chair, Performance Monitoring & External Relations (PMER)

Mr. Kerns shared the items presented at the Performance Monitoring & External Relations Committee meeting on March 6, 2024.

6. 2024 BOARD OPERATIONS COMMITTEE WORK PROGRAM – DRAFT

Ms. Meyer reviewed the 2024 Board Operations Committee Work Program draft with the Committee. This is the first work program developed for the Committee. The Committee discussed the work program, scheduling of the program items, and potentially including periodic rule and policy reviews. Ms. Clark explained that it is within the Legal Counsel's purview to review STA's rules to ensure legal compliance. The Committee discussed the timing of setting CEO performance objectives and evaluating performance.

7. BOARD OF DIRECTORS AGENDA MARCH 21, 2024

Ms. Meyer presented the Board of Directors Agenda. An item regarding an Interlocal Agreement with the Public Facilities District may be added to the March Board meeting agenda.

Mr. Kerns moved to approve the Board of Directors agenda, with the possibility of additions, Mr. Dunne seconded, and the motion passed unanimously.

8. BOARD OPERATIONS COMMITTEE DRAFT AGENDA APRIL 10, 2024

There were no questions or comments.

9. CEO REPORT

Ms. Meyer shared the December 2023 voter-approved Sales Tax revenues. Ms. Meyer discussed the Shuttle Park improvements of the Value Village parking lot related to the relocation of STA’s services away from the arena and the location of a comfort station for STA Coach Operators. Mr. Otterstrom explained that STA has been working with the Public Facilities District (PFD) and Spokane Public Schools (SPS) on the impacts of Route 11 Shuttle Park services due to the stadium construction over the past couple of years. Additional amenities above and beyond the replacement value have been discussed, and the additional amount totals to approximately \$350,000 that would be reimbursed to SPS by STA in the future. An interlocal agreement would need to be established for this additional amount of approximately \$350,000. STA is also requesting an easement with the PFD to allow access to a planned comfort station for Coach Operators. This expense is within the current project budget of \$1.2 million. The Board will have an opportunity to attend the APTA Mobility Conference in Portland, OR, from April 28-May 1, 2024.

Mr. Zappone left the meeting at 2:31 p.m.

10. NEW BUSINESS

There was no new business.

11. ADJOURN

With no further business to come before the Committee, Chair Pro Tem Haley adjourned the meeting at 2:32 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 10, 2024

AGENDA ITEM 4B : 2024 BOARD OPERATIONS COMMITTEE WORK PROGRAM

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
Megan Clark, Legal Counsel

SUMMARY: As set out in the attached STA Board Resolution 767-19, Governing Committee Functional descriptions, the Board Operations Committee is *“basically responsible for the effective functioning of the Board of Directors, including Board human resource development, for the maintenance and development of the Board-Chief Executive Officer working relationship, and for the audit function, in this capacity being accountable for”* the items outlined on the attached resolution.

The Board Operations Committee met March 13, 2024, to discuss and plan the first annual Board Operations Work Program to chart the activities the committee expects to undertake during the current calendar year and establish expectations for the following year. Staff presented a list of potential committee activities and a proposed schedule. Other tasks were discussed.

Attached is an updated Work Program Draft for **discussion, review, and approval expected in May.**

RECOMMENDATION TO COMMITTEE: Review the draft 2024 Board Operations Committee Work Program as presented.

Board Operations Committee – Functions: Potential Tasks for Committee Consideration

1- Board Performance and Capacity Building

- a. Board Member Performance Measures
 - i. Attendance
 - 1. Timely RSVPs/ Arrangement of alternates
 - 2. Special Workshops
 - 3. Annual employee safety awards dinner
 - ii. Facility tours, bus rides, operational briefing
 - iii. Riding the bus
- b. Capacity Building
 - i. New board member onboarding/orientation
 - ii. Mentorship program
 - iii. Attendance at APTA conference(s)
 - iv. Assigned reading (ex. governance, transit principles)

2- Board/CEO Relationship

- a. Negotiating annual performance measures
- b. Process for annual evaluation
- c. Employment agreement (compensation, incentives, job description, etc.)

3- Board Policies, *as needed*

- a. Mission
- b. Bylaws
- c. Rules of Procedure
- d. Committee Functions / guidelines
- e. Procurement Policy
- f. Rules of Conduct

4- Real estate, *as needed*

5- Conflict resolution, *as needed*

6- Approve Board meeting agendas, monthly

[DRAFT] 2024 Board Operations Committee Work Plan

Month	Task
April	Review Draft 2024 Work Plan Review Future Work Plan Framework
May	Adopt 2024 Work Plan Property Acquisition Develop Future Framework: Annual Board Performance Measures
June	Develop Future Framework: Board Capacity Building: New Member Orientation Program
July	Review Board Member Attendance Develop Future Framework: Board Capacity Building: Mentorship Program
<i>August</i>	<i>No Committee Meeting</i>
September	Develop Future Framework: Board Policy Review Cycle
October	Develop Future Framework: Board/CEO Relationship
November	Draft Future Framework and Recommendation to Board
December	Review Board Member Attendance Recommend Future Framework to Board for Approval

[DRAFT] Future Framework - Annual Work Plan

Month	Task
January	Committee Assignments and Recommendations Review Annual Work Program
February	Recommend Annual Board Performance Measures Establish schedule for New Member Orientation Program Assign Mentor/Mentee Board Members Recommend CEO Performance Measures
March	Conduct New Board Member Onboarding Review upcoming conferences, request authority for Board Member attendance costs
April	OPMA Training/Refresher Certification
May	
June	
July	Review Board Member Attendance Review Mentor/Mentee Program Review upcoming conferences, request authority for Board Member attendance costs
<i>August</i>	<i>No Committee Meeting</i>
September	
October	
November	Review CEO Performance, Request Input from Board on CEO Performance and Compensation
December	Conduct CEO evaluation for current year, review compensation/contract terms

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

April 10, 2024

AGENDA ITEM 5Ai : METROPOLITAN TRANSPORTATION PLANNING AGREEMENT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer

SUMMARY: A revised agreement addressing metropolitan transportation planning roles and responsibilities has been drafted. Staff are seeking Board authorization for CEO execution of the revised agreement.

BACKGROUND: Spokane Transit, Washington State Department of Transportation (WSDOT), and Spokane Regional Transportation Council (SRTC) maintain a cooperative planning agreement outlining shared responsibilities in carrying out the metropolitan transportation planning process in accordance with 23 CFR 450.314. The agreement is often referred to as a “314 Agreement” and was last executed in 2013 as a memorandum of understanding (MOU).

The revised draft 314 Agreement utilizes more straightforward and practical language, outlines the specific obligations of each agency, and details collaborative coordination of planning efforts. Notably, the revised agreement addresses a new aspect of planning responsibility, Transportation Performance Management. It also covers areas such as coordinating planning studies, data sharing, community engagement, work plans, financial planning, and establishing a dispute resolution process. Collaborative efforts from leadership representatives of the three agencies have shaped this update, with a five-month-long process of refinement. Moving forward, the agreement is set for review every four years to consider potential amendments and ensure its continued relevance.

RECOMMENDATION TO COMMITTEE: Recommend the Board authorize, by motion, the CEO to execute a metropolitan transportation planning agreement between Spokane Transit, WSDOT and SRTC, in the form of the revised draft 314 Agreement.

**AGREEMENT RELATING TO MUTUAL RESPONSIBILITIES IN CARRYING OUT THE METROPOLITAN
TRANSPORTATION PLANNING PROCESS IN THE SPOKANE METROPOLITAN PLANNING AREA**

GCB Number 4019

This AGREEMENT is entered into, by the SPOKANE REGIONAL TRANSPORTATION COUNCIL (“SRTC”), the SPOKANE TRANSIT AUTHORITY (“STA”), and the STATE OF WASHINGTON, acting by and through the WASHINGTON STATE DEPARTMENT OF TRANSPORTATION (“STATE” and/or “WSDOT”). SRTC, STA, and WSDOT are collectively referred to as the “Parties” and individually as “Party” in this AGREEMENT.

RECITALS

WHEREAS, SRTC serves as the designated Metropolitan Planning Organization (MPO) for the Spokane Metropolitan Planning Area (MPA) established to implement the provisions of 23 U.S.C. 134, 23 U.S.C. 150 and 49 U.S.C. 5303, and charged with the responsibility of carrying out a continuing, cooperative, and comprehensive performance-based multimodal transportation planning process; and

WHEREAS, SRTC also serves as the designated Regional Transportation Planning Organization (RTPO) under RCW 47.80 to carry out transportation planning and programming processes that lead to the development and operation of an integrated, intermodal transportation system; and

WHEREAS, STA, as a public transportation benefit area established under Chapter 36.57A RCW, is the sole public transit operator within the MPA and designated recipient of federal transit funding within the Spokane Urbanized Area; and

WHEREAS, WSDOT is the state highway agency as referenced in Title 23 CFR and Title 49 CFR with the responsibility to preserve, manage and operate the state-owned transportation system’s facilities and services including, but not limited to, highways, ferries, airports, and rail; and

WHEREAS, WSDOT is responsible for carrying out a statewide transportation planning process as defined by 23 CFR 450.206 and is the administrator of all federal planning funds received or to be received for carrying out the planning processes as defined in 23 USC 104(f) (4) (A) and 49 USC 5305(d) (2); and

WHEREAS, WSDOT is responsible for delivering a federally compliant statewide transportation plan, engaging in the metropolitan and non-metropolitan planning processes as both a network asset manager and a compliance and fiduciary agent of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) by administering federal pass-through funds to the Metropolitan Planning Organizations in Washington, including SRTC; and

WHEREAS, it is mandated and consistent with federal requirements defined in 23 CFR 450.314 that SRTC, STA, and WSDOT shall cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process in a clearly identified, written agreement; such cooperation being agreed to and understood in this AGREEMENT to mean where lawful, practicable and in good faith; and

WHEREAS, the Parties desire to ensure a continuing, cooperative, and comprehensive transportation

("3-C" Process) for the Spokane MPA that involves cooperation and coordination between and among SRTC, STA, and WSDOT.

NOW, THEREFORE, pursuant to RCW 39.34 and the above recitals that are incorporated herein, it is mutually agreed as follows:

SECTION 1. PURPOSE

The purpose of this AGREEMENT is to establish a multi-agency cooperative planning process and to satisfy the requirements of 23 CFR 450.314. This AGREEMENT defines the processes for cooperation, communication, and exchange of information among the Parties to advance the metropolitan transportation planning process consistent with 23 CFR 450 (Subpart C). This AGREEMENT includes specific provisions for cooperatively developing and sharing of information related to financial plans that support the Metropolitan Transportation Plan (MTP), the metropolitan Transportation Improvement Program (TIP), and the annual listing of obligated projects and other duties as defined in 23 CFR 450 (Subpart C).

SECTION 2. AUTHORITY

2.1 Compliance with Applicable Laws and Regulations

SRTC, STA, and WSDOT shall comply with all applicable local, state, and federal laws and regulations. Nothing contained herein shall modify an existing duty or responsibility of any Party, except to the extent expressly set forth herein.

2.2 SRTC

SRTC is a voluntary association and joint board in accordance with RCW 39.34.030, is the single MPO designated by the Governor of Washington for the Spokane MPA. SRTC is organized through an Interlocal Agreement of its members and is responsible for fulfilling the federal metropolitan planning requirements as prescribed in the current Federal Surface Transportation Act, 23 USC 134, 23 CFR 450, and 49 CFR 613. SRTC is also the federally designated Transportation Management Area (TMA) for the Spokane Metropolitan Planning Area (23 CFR 134 (k)) and the state designated Regional Transportation Planning Organization (RTPO) for Spokane County (RCW 47.80 and WAC 468-86).

2.3 STA

STA is a public transportation benefit area and municipal corporation established pursuant to RCW 36.57A and as established by resolution by the Spokane County Public Transportation Improvement Conference. In the creation of STA, component cities of the Spokane County Public Transportation Benefit Area transferred all rights to construct and operate public transit to STA. Consistent with authority granted by the Legislature, STA has contracted with the Federal Transit

Administration, an agency of the United States Department of Transportation, through a Master Agreement as amended periodically, to enable the corporation to be an eligible recipient of certain federal funds.

2.4 WSDOT

WSDOT is the steward of a large and robust transportation system and is responsible for ensuring that

people and goods move safely and efficiently. In addition to building, maintaining, and operating the state highway system, WSDOT is responsible for the state ferry system, and works in partnership with others to maintain and improve local roads, railroads, airports, and multi-modal alternatives to driving.

2.4.1 WSDOT tracks, reports, and manages its programs and projects according to the six transportation policy goals adopted by the Legislature in RCW 47.04.280. The six (6) policy goals are, preservation, safety, stewardship, mobility (congestion relief), economic vitality, and environment. These goals are interdependent and support the overall vision for all transportation agencies throughout the state (including WSDOT).

SECTION 3. POLICY DEVELOPMENT AND REGIONAL COORDINATION

3.1 Scope of Metropolitan Transportation Planning Process

SRTC, as the MPO, in cooperation with WSDOT and STA, conducts a metropolitan planning process that is continuous, cooperative, and comprehensive and provides for the consideration of projects, strategies and services that will address the eight planning factors as specified in 23 CFR 450.306 and national policy goals. This planning process will be carried out in coordination with the state transportation planning processes conducted by WSDOT as required by 23 CFR 450 (Subpart B) and 49 USC 5303.

3.2 SRTC Board and Committee Structure

SRTC operates through a Board that has an adopted Interlocal Agreement establishing its Board composition, powers and duties, officers and standing committees, voting procedures, and related matters. STA and WSDOT participate as voting members of the SRTC Board.

3.2.1 The SRTC Board has established a Transportation Technical Committee (TTC), to provide diverse technical insight and professional expertise to transportation planning activities/ priorities of SRTC and to advise the Board on regional transportation related matters. SRTC is responsible for coordination and administration of the TTC. STA and WSDOT participate as voting members of the TTC.

3.2.2 The SRTC Board has established a Transportation Advisory Committee (TAC) to provide a broad community perspective on the transportation planning activities/ priorities of SRTC and to advise the Board on regional transportation related matters. SRTC is responsible for coordination and administration of the TAC. STA and WSDOT agree to provide information and updates to the TAC as appropriate about their respective plans, studies, and programs.

3.3 SRTC Unified Planning Work Program

On a biennial basis, SRTC develops a Unified Planning Work Program (UPWP) consistent with 23 CFR 450.308, that describes, to the extent practicable, all major transportation and related public transportation planning activities in the MPA for the next two (2)-year period. The UPWP shall include a budget that outlines SRTC's work activities to be conducted, the schedule for completion, and the work to be produced to fulfill the MPO's duties under 23 CFR 450 (Subpart C).

3.3.1 Biennially between January and May of every other year, SRTC, in cooperation with WSDOT, STA, the local jurisdictions and other members of the MPO, will prepare the UPWP as required by 23 CFR 450.308. Formally, the work program will be reviewed by the TTC and the TAC and

approved by the SRTC Board. The UPWP may be amended at any time by SRTC in accordance with its adopted operational procedures and pending approval by WSDOT, FTA, and FHWA.

- 3.3.2 By December 31 of each year, WSDOT will inform SRTC of expected allocations of FHWA Metropolitan Planning funds (PL funds), FTA Section 5303 funds, State Regional Transportation Planning Organization (RTPO) funds, and any other State administered funds that are available to SRTC for the following State fiscal year.
- 3.3.3 SRTC agrees to coordinate with STA and WSDOT in developing and preparing the work program. STA agrees to provide SRTC with the public transportation planning components for the MPA within STA's Public Transportation Benefit Area (PTBA) and WSDOT agrees to provide SRTC with the State's transportation work components within Spokane MPA. The Parties agree to cooperatively review their proposed work components to enhance coordination and avoid duplicate work efforts.

3.4 Boundary Designation

The MPA boundary requirements are defined within 23 CFR 450.312 and as agreed to between SRTC and the Governor of Washington. The SRTC planning process is conducted within the defined MPA boundary.

- 3.4.1 The MPA boundary will be reviewed by SRTC if new urbanized area boundaries are established following each decennial census, or at intermediate intervals as prompted by requests by local or state governments to modify the current MPA boundary. Boundary adjustments shall conform to the procedures defined in 23 CFR 450.310 and 23 CFR 450.312.
- 3.4.2 SRTC shall prepare and maintain a description and map of the current SRTC MPA boundary and make it available to its member agencies and the public.

3.5 Regional Data Coordination

An integral part of the development and maintenance of the regional transportation planning process is a coordinated and consistent monitoring of the performance of the regional transportation system. The Parties agree to coordinate the collection, analysis, and dissemination of data in support of the regional transportation planning process as described in the sections below. All data requests will be coordinated and processed according to established data request procedures of each party.

- 3.5.1 To help ensure consistency in planning activities, SRTC shall take the lead and provide WSDOT and STA access to available regional transportation data and forecasts associated with all planning efforts undertaken by SRTC. This may include current and forecasted demographic data, economic data, transportation data, and other appropriate planning data. Unless otherwise stated at the time of dissemination, data distributed by SRTC for these purposes will be considered the official regional data set for the purposes of regional transportation planning, programming, and air quality conformity analysis.
- 3.5.2 Performance management will strengthen the regional transportation system and will provide a means for the most efficient investment of Federal transportation funds through performance-based planning and programming. WSDOT shall take the lead and provide the data to SRTC necessary to measure performance, as federally required. STA shall take the lead and provide data as it pertains to transit performance, as federally required.

SRTC shall establish performance targets in the metropolitan transportation plan and transportation improvement program in consultation with WSDOT and STA, as appropriate, in accordance with 23 USC 150 (c) and (d), 49 USC 5326 (c), and 49 USC 5329 (d). The Parties agree to share performance information and data on a periodic basis to report regional transportation system performance in accordance with 23 USD 150 (e).

- 3.5.3 In cooperation with SRTC and STA, WSDOT will annually develop a memorandum to document written provisions for cooperatively sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance data to be used in tracking progress toward attainment of critical outcomes or SRTC's planning area, and the collection of data for the State asset management plan for the NHS, consistent with 23 CFR 450.314 (h).

3.6 Regional Travel Demand Model

SRTC develops, maintains, and updates the regional travel demand model that is used for the MTP and TIP, transportation studies, and evaluating transportation related air quality impacts within the Spokane MPA. SRTC agrees to consult with WSDOT and STA regarding various modeling issues, including software platforms, data requirements, and overall model performance. SRTC agrees to provide the model and information from the model to STA and WSDOT for their own planning purposes. Unless stated otherwise at the time of dissemination, data distributed by SRTC for these purposes will be considered the official regional travel demand model for the purposes of regional transportation planning, programming, and air quality conformity analysis. Data requests from WSDOT or STA for model information will be jointly coordinated and processed according to the SRTC's established data request policy. SRTC, in collaboration with WSDOT and STA, agrees to periodically review the Regional Travel Demand model and associated inputs for alignment with current or forecasted data. Updates to the Regional Travel Demand model and associated data are subject to budget considerations and the delivery of SRTC's approved work plan. Approval by the SRTC Board of Directors may be required for these updates.

- 3.6.1 STA and WSDOT may modify the SRTC travel demand model to meet their specific planning purposes. When such modifications are made, STA and WSDOT agree: 1) to provide a written list of the modifications to SRTC; and 2) that the modified model will not be portrayed as the SRTC travel demand model, unless prior written consent is provided by SRTC.

3.7 Self-Certification and Federal Certification

Every year and as part of the submittal of the proposed TIP, SRTC and WSDOT shall certify that the metropolitan transportation planning process is being carried out in accordance with all applicable federal planning requirements (23 CFR 450.334). In addition, FHWA and FTA jointly review and evaluate the planning process no less than once every four (4) years. SRTC is responsible for ensuring compliance with the applicable federal regulations and agrees to coordinate with STA and WSDOT throughout the federal certification process.

SECTION 4. TRANSPORTATION PLANNING

4.1 Metropolitan Transportation Plan

The Metropolitan Transportation Plan (MTP) is the comprehensive transportation planning document

for the Spokane MPA. As the designated MPO, SRTC agrees to prepare, adopt, and maintain a MTP in accordance with 23 USC 134, 23 CFR 450 and 49 CFR 5303(i). The Parties agree to work together cooperatively to validate data utilized in preparing other existing modal plans for providing input into the MTP. SRTC agrees to transmit the adopted plan for use by WSDOT, STA, the FHWA, and the FTA.

- 4.1.1 The Parties agree to monitor internal plans, studies, and other activities to identify potential issues or conflicts with the MTP and will work together to take actions with a goal to resolve any potential issues or conflicts. WSDOT and STA agree to provide technical assistance and information to SRTC during the development or amendment of the MTP.
- 4.1.2 SRTC agrees to consult and coordinate with WSDOT and STA during the MTP update process to ensure continued consistency between the State Transportation Plan (23 USC 450.214) and the long-range transit plan (49 USC 5303). The Parties agree to coordinate parallel planning activities and provide consistency between metropolitan, transit, and statewide planning strategies and outcomes. This includes mutual consideration of visions and priorities articulated in each entity's transportation planning documents and project selection process.
- 4.1.3 MTP amendments are undertaken for purposes that include, but are not limited to, adding, deleting, significantly changing a regionally significant project, or changing a project between scheduled MTP updates. The effective date is the date of MTP adoption. When SRTC determines that an update of the MTP is necessary, it will notify WSDOT and STA in SRTC standing committee meetings. This notification shall include information regarding both the update process and the schedule that SRTC intends to follow. SRTC will consult and coordinate with WSDOT and STA as it develops potential modifications to the MTP. SRTC will notify and transmit the final Board approved MTP in writing to WSDOT and STA upon Board approval.
- 4.1.4 For the purposes of developing the MTP, the parties shall cooperatively develop estimates of funds that will be available to support the MTP implementation as required under 23 CFR 314 (a) and 23 CFR 450.324 (f) (11).

4.2 Statewide Transportation Plan

The State also develops statewide transportation plans in compliance with federal regulations in order to receive particular federal funds. These plans include:

- a) The Long-Range Statewide Transportation Plan that WSDOT is committed to update as per the stewardship agreement with the Federal Highway Administration and the Federal Transit Administration. This plan is a requirement that allows the state to receive federal surface transportation funds for cities, counties, and state highways;
- b) The Strategic Highway Safety Plan (Target Zero) that is developed in cooperation with the Target Zero partners including the Washington State Traffic Safety Commission, the Washington State Patrol, and the WSDOT. This plan is required to comply with regulations from FHWA and the state to be eligible to receive federal funds for highway safety improvements.
- c) The State Rail Plan that is developed by the WSDOT in compliance with the Federal Rail Administration regulations. This plan is a requirement that allows the state to receive federal funds for freight rail improvements.

When WSDOT determines that an update or modification to the portion of these statewide plans,

policies and performance measures and targets that specifically relates to the SRTC MPA is necessary, it will notify SRTC. This notification will include information regarding both the process and schedule WSDOT intends to follow. WSDOT will consult and coordinate with SRTC, and STA during this process to assure continued consistency with the MTP. Upon approval of such updates, WSDOT will formally notify SRTC of the final content of the updates.

4.2.1 All statewide multimodal transportation plan components and elements that relate to the Spokane MPA and the region's Metropolitan Transportation Plan are to be mutually consistent. WSDOT agrees that the statewide transportation plan, in relation to the Spokane MPA, shall be developed in cooperation with SRTC (23 CFR 450.214(f)). The state-owned component which includes preservation, maintenance, operations, safety, and capacity improvement elements for state owned facilities shall serve as the basis for preparing the six-year regional transportation improvement program and the two-year biennial request to the legislature (See RCW 47.06.050 [1] [a] through [c]).

4.3 Air Quality Conformity

SRTC is responsible for compliance with Section 176(c) of the Clean Air Act (42 USC 7506) by coordinating the development of transportation plans and improvement programs with the State Implementation Plan (SIP) development process. SRTC shall meet minimum Federal conformity provisions as set forth in 40 CFR 93. The Parties agree to participate in periodic interagency consultation meetings to ensure compliance of plans and programs with Federal conformity provisions. If there is a dispute amongst the parties regarding an action required to meet conformity, the parties must develop a process for dispute resolution per 23 CFR 450.314(c) as described in section 8.2 of this AGREEMENT.

4.3.1 SRTC agrees to develop and maintain a written agreement with the Washington State Department of Ecology (DOE), the designated agency for air quality planning under section 174 of the Clean Air Act (42 USC 7504), describing the respective roles and responsibilities for air quality related transportation planning. WSDOT and STA agree to provide available data to SRTC for regional and hot spot air quality analyses.

4.4 Congestion Management Process

SRTC, as a Transportation Management Area, is required to address congestion management through a process that provides for safe and effective integrated management and operation of the multimodal transportation system, based on a cooperatively developed and implemented metropolitan-wide strategy (23 CFR 450.320 and 23 CFR 500.109). As part of this process, SRTC agrees to establish performance measures in cooperation with WSDOT and in consultation with STA. WSDOT and STA agree to provide available data to SRTC in support of this process.

4.4.1 WSDOT and SRTC agree that the information resulting from their respective management process activities will be considered in developing and updating the statewide multimodal transportation plan and the Metropolitan Transportation Plan. These processes will also inform project-selection decisions for updating the Statewide Transportation Improvement Program (STIP) and the Regional Transportation Improvement Program. WSDOT agrees to cooperate with SRTC in the development and implementation of management systems or processes under state responsibility.

4.5 Coordinated Public Transit-Human Services Transportation Plan

The Parties shall ensure coordination and consistency between the local Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) and other statewide and regional planning processes as described in 23 CFR part 450 and 49 CFR part 613. SRTC shall lead the development of the CPT-HSTP Plan in partnership with STA and other providers of human services transportation in the planning area. SRTC agrees to present the CPT-HSTP Plan to SRTC Policy Board for approval, with concurrence by the STA Board of Directors.

4.6 Transit Development Plan

STA is required to prepare a six-year transit development plan (TDP) pursuant to RCW 35.58.2795. STA agrees to consult and collaborate with WSDOT and SRTC in preparation of each TDP prior to adoption.

4.7 Roadway Functional Classification

23 CFR 470.105(b) establishes WSDOT as the primary responsible agency for developing and updating a statewide highway functional classification system. Pursuant to RCW 47.05.021, WSDOT must analyze and classify designated state highways by their function and importance. 23 CFR 470.105(b) requires WSDOT to perform the classification process in coordination with local agencies. SRTC agrees to assist WSDOT in developing and maintaining the Federal Functional Classification system, and to provide comments to WSDOT regarding requests from local agencies to designate a roadway or to change the designation of a roadway. WSDOT shall consider comments from SRTC and shall give consideration to criteria consistent with RCW 47.05.021 and federal regulation relating to the functional classification of highways.

4.8 Transportation Planning Studies and Project Development

The Parties agree to cooperate on the identification, conduct, and completion of major corridor and subarea studies to assure effective integration of long- and short-range planning and to refine the Metropolitan Transportation Plan, as consistent with the provisions of 23 CFR 450.212 and 23 CFR 450.318. The Parties also agree to coordinate in identifying projects as part of SRTC's Unified Planning Work Program development process.

4.9 Procedures for Reviewing Mutual Plans

The parties agree to review and provide comments as appropriate on mutual plans. The purpose of this review is not part of a formal approval process, but rather to help ensure regional consistency. The parties agree to work cooperatively to address any discrepancies.

SECTION 5. TRANSPORTATION PROGRAMMING

5.1 Transportation Improvement Program

In cooperation with WSDOT and STA, SRTC is responsible for developing, adopting, and maintaining an approved six-year regional Transportation Improvement Program (TIP) (23 CFR 450.326). The TIP must include (but is not limited to) all projects that have been approved and programmed by SRTC for federal funding, projects with committed federal funds after having been found consistent with the MTP and applicable state and federal planning and air quality requirements. Upon approval by the SRTC Board and the Governor, the TIP shall be included without change, directly or by reference, into

the State Transportation Improvement Program as required under 23 USC 135.

The TIP shall contain all regionally significant projects, non-capital surface transportation projects requiring and action by FHWA or the FTA, whether or not the projects are to be funded under Title 23 USC and Title 49 USC. For public information and conformity purposes the TIP shall include all regionally significant projects proposed to be funded with federal funds (other than those administered by the FHWA and FTA) as well as all regionally significant projects to be funded with non-Federal funds. The regional TIP must be financially constrained to those funds that are available or reasonably expected to be available.

The TIP shall include a description of the anticipated effect of the TIP, to the maximum extent practicable, toward achieving the performance targets established in the MTP, linking the targets to investment priorities in the MPA, pursuant to 23 USC 134 (j) (2) (D).

- 5.1.1 At least every two (2) years, SRTC shall cooperatively develop and/or update a regional TIP for all federally funded projects and regionally significant transportation projects regardless of funding source. This financially constrained TIP shall be developed through a cooperative process involving WSDOT and STA. In accordance with federal regulation, the development of the SRTC's TIP will also be coordinated with other interested parties, per SRTC's Public Participation Plan. SRTC's TIP shall be provided to WSDOT in October of the given SRTC TIP-update year, for incorporation into the STIP (23 CFR 450.218 [b]).
- 5.1.2 WSDOT shall work cooperatively with SRTC in recommending programming and project selection for state transportation projects eligible for federal funding under WSDOT's project selection responsibility, for inclusion in the SRTC's TIP (23 CFR 450.332 (c)). The adopted TIP, as approved by the Secretary of Transportation as delegated by the Governor, shall be included in the STIP by WSDOT.
- 5.1.3 Recommendations for WSDOT's programming of state highway components in the regional TIP shall be based on statewide transportation plans and area/corridor specific studies and shall be consistent with the Metropolitan Transportation Plan.
- 5.1.4 Recommendations for STA's programming of transit system components shall be based on STA's most recent Capital Improvement Program as adopted by the STA Board of Directors and any administrative changes thereto related to funding sources, or as otherwise provided by STA.
- 5.1.5 WSDOT and STA agree to provide their estimate of available federal and state revenue that can be utilized in developing the TIP. The Parties agree to work cooperatively to develop final estimates of funds that are reasonably expected to be available to support the TIP (23 CFR 450.326 (h)), as defined in Section 7.2-Financial Planning.

5.2 Statewide Transportation Improvement Program

The Statewide Transportation Improvement Program (STIP) is a four (4) year, fiscally constrained, prioritized program of transportation projects, compiled from local and regional plans, along with the long range statewide multimodal transportation plan. These projects have been identified through state, regional and local planning processes, as the highest priority for the available funding to preserve and improve the state's transportation network.

- 5.2.1 WSDOT is responsible for developing the STIP and for incorporating the TIP (and subsequent

amendments) into the STIP on a timely basis. WSDOT agrees to work cooperatively with SRTC and STA in developing reasonable financial principles and information for the STIP.

- 5.2.2 WSDOT agrees to coordinate with FHWA and FTA to develop and adopt procedures and criteria for incorporating STIP and TIP amendments and administrative modifications into the STIP. SRTC agrees to develop and document procedures, criteria, and schedules for amendments and administrative modifications that are consistent with the WSDOT, FHWA, and FTA approved criteria and schedules. WSDOT agrees to transmit STIP related policies, criteria, procedures, and schedules to SRTC on a timely basis.
- 5.2.3 SRTC agrees to submit requests for STIP/TIP amendments and administrative modifications to WSDOT via the web-based STIP. On a monthly basis from January through October, WSDOT agrees to compile the projects submitted by SRTC and to submit them to FHWA and FTA for approval.

5.3 Annual Listing of Obligated Projects

The Parties agree to work cooperatively to develop an annual listing of projects within SRTC's boundaries for which federal transportation funds were obligated in the preceding program year. This requirement applies to projects funded with all federal funding sources.

- 5.3.1 WSDOT and STA agree to provide SRTC with all project obligation reports within forty-five (45) days of the end of the transportation program year, which is the end of the calendar year. SRTC agrees to coordinate directly with WSDOT Highway and Local Programs Division regarding designated regional fund obligation administration and reporting. SRTC will publish the annual listing and make it available to WSDOT, STA, and the public as provided in SRTC's Public Participation Plan within ninety (90) days of the end of the program year.

5.4 STA Program of Projects

As the Designated Recipient for the Spokane Region, STA is the entity designated by the Governor of Washington to receive and apportion federal funds under Title 49 USC.

- 5.4.1 As the designated recipient for FTA funds, STA is responsible for developing the Program of Projects for apportioned FTA funds in the Spokane Urbanized Area (UZA), in a manner that is consistent with the requirements of the United States Code and the Code of Federal Regulations (Program of Projects). STA will provide SRTC with its recommended Program of Projects for inclusion in the TIP annually. STA will notify SRTC of its intended use of FTA funds apportioned to STA under 49 U.S. sections 5307, 5310 and 5339 (applicable federal sections) for the upcoming calendar year. STA will utilize a public participation process that complies with 49 USC 5307(b) in developing its Program of Projects.

SECTION 6. PUBLIC INVOLVEMENT

6.1 SRTC Public Participation Plan

SRTC will develop, adopt, and implement proactive public participation outcomes, including a Public Participation Plan, in accordance with 23 USC 134 (i) (5) and 23 CFR 450.316. To coordinate effective planning and programming activities, the Parties to this AGREEMENT shall, to the maximum extent

practicable, coordinate their public information efforts and seek joint opportunities for public involvement.

6.2 STA Public Participation

STA will develop, adopt, and use its own Public Participation Plan as included in its transportation planning process to provide citizens, affected public agencies, and all other interested parties with reasonable opportunity to be involved in the public transportation planning process and to review and comment at key decision points, as specified in 23 CFR 450.316. STA agrees, to the maximum extent practicable, to coordinate its outreach activities related to transportation planning with SRTC and WSDOT.

6.3 WSDOT Community Engagement

WSDOT will develop and use community engagement process that aligns with the WSDOT Community Engagement Plan and provides opportunities for public review and comment at key decision points, as required to comply with 23 CFR 450.210. WSDOT agrees, to the maximum extent practicable, to coordinate its community engagement efforts with SRTC and STA.

SECTION 7. FINANCIAL PLANNING AND FUNDING

7.1 Distribution of Planning Funds

In consultation with SRTC, WSDOT agrees to develop, implement, and periodically review a transparent process for the distribution of FHWA and FTA planning funds to SRTC. SRTC agrees to work cooperatively with WSDOT in this process. WSDOT agrees to coordinate with FHWA and FTA to develop procedures for the efficient and timely transfer of funds to SRTC.

7.1.1 As provided under 23 USC 104(d) (4) (A), WSDOT has the responsibility to allocate Metropolitan Planning (PL) grant funds to MPOs, including SRTC. As required by 23 CFR 420.109, WSDOT shall make all PL funds authorized by 23 U.S.C. 104(d) available to SRTC in accordance with a formula developed by WSDOT, in consultation with the MPOs, and the allocation shall be approved by FHWA.

7.1.2 WSDOT has the responsibility under 49 USC 5305(d)(2) to allocate FTA Metropolitan Planning 49 USC 5303 grant funds to MPOs, including SRTC. Amounts apportioned to WSDOT shall be made available no later than thirty (30) calendar days after the funds have been transferred through the consolidated planning grant to SRTC under a formula that: considers the population of urbanized areas; provides an appropriate distribution for urbanized areas to carry out a cooperative planning process. WSDOT shall develop the formula in cooperation with MPOs, including SRTC, and the allocation with approval by FTA.

7.1.3 In addition to FHWA Metropolitan Planning and FTA Metropolitan Transportation Planning grant funds, other FHWA and FTA grant funds may be distributed to SRTC and other MPOs statewide by WSDOT to support metropolitan transportation planning per 23 CFR 450.308(a).

7.2 Financial Planning

A "Financial Plan" is documentation included with the MTP and TIP that demonstrates the consistency between reasonably available and projected sources of federal, state, local and private revenues, and

the costs of implementing proposed transportation system improvements (23 CFR 450.104).

- 7.2.1 Federal requirements for financial planning are defined in 23 CFR 450.314 (metropolitan planning agreements), 23 CFR 450.324 (development and content of the MTP), 23 CFR 450.326 (development and content of the TIP), and 23 CFR 450.334 (annual listing of obligated projects). The Parties agree to cooperatively develop and share information related to the development of financial plans to support these activities.
- 7.2.2 In preparing the financial plan, SRTC shall take into account all projects and strategies proposed for funding under 23 USC, Title 49 USG Chapter 53 and other Federal, State, and local and private fund sources. The Parties agree to work cooperatively to develop estimates of revenue that demonstrates financial constraint for the MTP and the TIP. SRTC agrees to develop and maintain procedures and methodologies, in cooperation with STA and WSDOT, for generating revenue forecasts consistent with federal guidance for financial forecasting. WSDOT agrees to provide historical information regarding funding levels and expenditures by county area and available forecasts of future state and federal revenues. STA agrees to provide historical information and forecasts for future funding. In the event that WSDOT and STA provide disparate assumptions for the future availability of federal funds, the parties agree to work cooperatively to determine a consistent forecasting methodology that demonstrates financial constraint.

7.3 Funding Accountability

SRTC is responsible for programming all projects that receive federal funds and all regionally significant projects. The Parties agree to work cooperatively to ensure that SRTC selects projects for funding based on regional priorities and consistent with the MTP. WSDOT agrees to provide monthly updates on the delivery of funds programmed by SRTC. SRTC agrees to develop, implement, and periodically review strategies to ensure delivery of programmed funds within its programming area.

7.4 Suballocation of Federal Funds

SRTC is responsible for selecting and programming projects for the federal funding that is suballocated to SRTC through WSDOT. WSDOT is responsible for determining the suballocation amounts, in consultation with SRTC and other MPOs statewide. WSDOT agrees to develop, implement, and periodically review an accounting process for suballocating Surface Transportation Block Grant, Congestion Management and Air Quality (CMAQ), Surface Transportation Block Grant- Set aside (formally Transportation Alternatives (TA)), Carbon Reduction Program, and/or other funds that are designated by the federal government to be suballocated to MPOs. As part of this process, WSDOT agrees to provide a transparent accounting of how much funding is received by WSDOT in total and annually, and all the steps applied to get to the regional allocations.

SECTION 8. MISCELLANEOUS PROVISIONS

8.1 Replacement Clause

This AGREEMENT fully supersedes and replaces the related applicable Transportation Planning Agreement between SRTC and WSDOT dated January 15, 2013.

8.2 Dispute Resolution

In the event that a dispute arises under this AGREEMENT, its shall be resolved as follows: The Parties shall each appoint a member to a Disputes Resolution Board (DRB), These three members shall select a fourth (neutral) board member not affiliated with any of the Parties. The DRB shall conduct a dispute resolution hearing that shall be informal, non-binding, and unrecorded. The DRB shall conduct a dispute resolution in compliance with aforesaid process, which shall be a prerequisite to the filing of any litigation concerning the dispute. The Parties shall equally share in the cost of the fourth DRB member, however, each Party shall be responsible for its own costs and fees.

8.3 Amendments and Modifications

Any party may seek to amend or modify this AGREEMENT by written request. Any amendment or modification must be mutually agreed upon between the Parties in writing. The Parties shall periodically review and update the AGREEMENT, as appropriate, to reflect effective or necessary changes, pursuant to 23 CFR 450.314(b) or to otherwise comply with applicable law.

8.4 Severability

If any of the provisions of this AGREEMENT are held to be illegal, invalid, or unenforceable, all other provisions shall remain in full force and effect.

8.5 Execution and Term

This AGREEMENT, including any amendments or modifications incorporated into this AGREEMENT, shall remain in full force and effect for five (5) years after the date of the last signature unless terminated by a Party's governing body, which termination may be for cause or convenience and shall take effect immediate upon execution by the last signing party which shall not be reasonably withheld. Any official notifications between the Parties to this AGREEMENT that would substantially affect the terms or conditions of this AGREEMENT shall be directed to the Agreement Managers as noted below:

Spokane Regional Transportation Council
Attn: Executive Director
421. W. Riverside Avenue, Suite 500
Spokane, WA 99201

Spokane Transit Authority
Attn: Chief Executive Officer
1230 W. Boone Avenue
Spokane, WA 99201

Washington State Department of Transportation
Attn: Director of WSDOT Multimodal Planning & Data Division
P.O. Box 47300
Olympia, WA 98504- 7300

The respective Parties hereto as of the date of the last written signature approve this Agreement.

SPOKANE REGIONAL TRANSPORTATION COUNCIL



Lois Bollenback, Executive Director

SPOKANE TRANSIT AUTHORITY

E. Susan Meyer, Chief Executive Officer

WASHINGTON STATE DEPARTMENT OF
TRANSPORTATION

Karena Hauser, Director of WSDOT Multimodal
Planning & Data Division

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 10, 2024

AGENDA ITEM 6A : PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Pam Haley, Chair, Planning & Development

SUMMARY: At this time, the Committee Chair will review the March 27, 2024, (April) committee meeting and May 1, 2024, meeting agenda as part of the report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: For information and discussion.

Spokane Transit Authority
1230 West Boone Avenue
Spokane, WA 99201-2686
(509) 325-6000

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, March 27, 2024 (*April Meeting*)

10:00 a.m. – 11:30 a.m.

STA Northside Conference Room

Spokane Transit Authority

1230 W. Boone Avenue, Spokane, WA

w/Virtual Public Viewing Option Link Below

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*5 minutes*)
 - A. Minutes of the March 6, 2024, Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda (*5 minutes*)
 1. On-Route Charging Infrastructure Grant Approval (*Otterstrom*)
 - B. Board Discussion Agenda -- *none*
5. Reports to Committee (*55 minutes*)
 - A. Connect Spokane Comprehensive Plan Update: Revenues and Fares Element (*Otterstrom*)
 - B. STA Moving Forward: Project Delivery Amendment (*Otterstrom*)
 - C. Connect 2035 Strategic Plan Update: Proposed Outcomes (*Otterstrom*)
 - D. 2025-2030 Transit Development Plan: Tactical Framework (*Otterstrom*)
 - E. 2025-2030 Transit Development Plan: Review Preliminary Revenue and Expenditure Forecast Assumptions (*Liard/Otterstrom*)
 - F. Facilities Master Plan Update: Project Overview (*Rapez-Betty*)
6. CEO Report (*E. Susan Meyer*) (*15 minutes*)
7. Committee Information
8. Review May 1, 2024, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn

Next Committee Meeting: Wednesday, May 1, 2024, at 10:00 a.m. in person.

Virtual Link:	Join here	
Password:	Members: 2024	Guests: 0424
Call-in Number:	1-408-418-9388	Event #: 2490 294 1025

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

Spokane Transit Authority
1230 West Boone Avenue
Spokane, WA 99201-2686
(509) 325-6000

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, May 1, 2024

10:00 a.m. – 11:30 a.m.

STA Northside Conference Room
Spokane Transit Authority
1230 W. Boone Avenue, Spokane, WA
w/Virtual Public Viewing Option Link Below

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of the March 27, 2024, Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda -- *none*
 - B. Board Discussion Agenda -- *none*
5. Reports to Committee *(55 minutes)*
 - A. Connect Spokane Comprehensive Plan Update: Revenues and Fares Element *(Otterstrom)*
 - B. STA Moving Forward: Project Delivery Amendment Draft *(Otterstrom)*
(Public Hearing at May 16, 2024, Board meeting)
 - C. Connect 2035 Strategic Plan: Performance Measures *(Otterstrom)*
 - D. 2025-2030 Transit Development Plan: Proposed 2025-2027 Service Improvements *(Otterstrom)*
 - E. 2025-2030 Transit Development Plan: Review Preliminary Capital Improvement Program *(Otterstrom)*
 - F. 2025-2030 Transit Development Plan: Review Financial Forecasts *(Otterstrom/Liard)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information
8. Review June 5, 2024, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, June 5, 2024, at 10:00 a.m. in person.

Virtual Link:	Join here		
Password:	Members: 2024		Guests: 0524
Call-in Number:	1-408-418-9388		Event #: XXXX XXX XXXX

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 10, 2024

AGENDA ITEM 6B : PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE
CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Josh Kerns, Chair, Performance Monitoring & External Relations

SUMMARY: At this time, the Committee Chair will review the March 27, 2024, (April) committee meeting and May 1, 2024, meeting agenda as part of the report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: For information and discussion.

Spokane Transit Authority
1230 West Boone Avenue
Spokane, WA 99201-2686
(509) 325-6000

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, March 27, 2024 (April Meeting)

1:30 p.m. – 3:00 p.m.

STA Northside Conference Room
Spokane Transit Authority
1230 W. Boone Avenue, Spokane, WA
w/Virtual Public Viewing Option Link Below

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (5 minutes)
 - A. Minutes of the March 6, 2024, Committee Meeting -- *Corrections/Approval*
4. Committee Action (15 minutes)
 - A. Board Consent Agenda
 1. Security Service – Award of Contract (*Williams*)
 2. Battery Electric Charging Infrastructure Service and Maintenance Agreement - Award of Contract (*Rapez-Betty*)
 3. Alerton Energy Management System Support Services – Award of Contract (*Rapez-Betty*)
 - B. Board Discussion Agenda (*none*)
5. Reports to Committee (35 minutes)
 - A. Clean Fuel Standard Program Report (*Rapez-Betty*)
 - B. 2023 Year-End Performance Measures (*Rapez-Betty*)
 - C. 2023 Community Perception Survey Results Summary (*Cortright*)
6. CEO Report (*E. Susan Meyer*) (15 minutes)
7. Committee Information (no discussion/staff available for questions)
 - A. February 2024 Operating Indicators (*Rapez-Betty*)
 - B. February 2024 Financial Results Summary (*Liard*)
 - C. March 2024 Sales Tax Revenue (*Liard*)
 - D. May 2024 Service Change (*Otterstrom*)
8. Review May 1, 2024, Meeting Agenda (5 minutes)
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Optional Virtual Link: [JOIN HERE](#)

Password:

Members: 2024

Guests: 0424

Call-in Number:

1-408-418-9388

Event #: 2483 039 7831

Next Committee Meeting: Wednesday, May 1, 2024, at 1:30 p.m. in person.

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

Spokane Transit Authority
1230 West Boone Avenue
Spokane, WA 99201-2686
(509) 325-6000

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, May 1, 2024

1:30 p.m. – 3:00 p.m.

STA Northside Conference Room
Spokane Transit Authority
1230 W. Boone Avenue, Spokane, WA
w/Virtual Public Viewing Option Link Below

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of the March 27, 2024, Committee Meeting -- *Corrections/Approval*
4. Committee Action *(20 minutes)*
 - A. Board Consent Agenda
 1. Sprague Line - Phase 2: Scope of Work Approval *(Otterstrom)*
 2. Plaza Facility Engineering Services - Award of Contract *(Rapez-Betty)*
 - B. Board Discussion Agenda *(none)*
5. Reports to Committee (30 minutes)
 - A. 2023 First Quarter Performance Measures *(Rapez-Betty)*
 - B. Community Access Pass Program Survey Results *(Cortright)*
 - C. 2023 Fixed Route Rider Survey Results *(Cortright)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information (no discussion/staff available for questions)
 - A. March 2024 Operating Indicators *(Rapez-Betty)*
 - B. March 2024 Financial Results Summary *(Liard)*
 - C. April 2024 Sales Tax Revenue *(Liard)*
 - D. 1st Quarter 2024 Service Planning Input Report *(Otterstrom)*
8. Review June 5, 2024, Meeting Agenda *(5 minutes)*
9. New Business *(5 minutes)*
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, June 5, 2024, at 1:30 p.m. in person.

Optional Virtual Link: Join **here**

Password:

Members: 2024

|

Guests: 0524

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 10, 2024

AGENDA ITEM 7 : BOARD OF DIRECTORS MEETING AGENDA APRIL 18, 2024 –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: The Board of Directors meeting agenda for April 18, 2024, is attached for the Committee's information, correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

Spokane Transit Authority
1230 West Boone Avenue
Spokane, WA 99201-2686
(509) 325-6000

BOARD MEETING

Thursday, April 18, 2024
1:30 – 3:30 p.m.

STA Boardroom
1230 West Boone Avenue, Spokane, WA
w/Virtual Joining Link Option on Page Two

DRAFT AGENDA

1. Call to Order and Roll Call (*Chair French*)
2. Pledge of Allegiance
3. Excuse Absences
4. Approve Board Agenda (*Chair French*)
5. Public Expressions ([Public Expressions Sign Up Link](#))
6. Recognitions and Presentations: *5 minutes*
 - A. First Quarter 2024 Employee Recognition Awards (*Nancy Williams*)
 - B. First Quarter 2024 Years of Service Recognition (*Nancy Williams*)
7. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the March 21, 2024, Board Meeting – Corrections/Approval
 - B. Approval of the March 2024 Vouchers (*Monique Liard*)
 - C. City Line Communications Network: Final Acceptance (*Karl Otterstrom*)
 - D. On-Route Charging Infrastructure Grant Approval (*Karl Otterstrom*)
 - E. Security Services – Award of Contract (*Nancy Williams*)
 - F. Battery Electric Charging Infrastructure Service & Maintenance Agreement: Award of Contract (*Brandon Rapez-Betty*)
 - G. Alerton Energy Management System Support Services: Award of Contract (*Brandon Rapez-Betty*)
 - H. Metropolitan Transportation Planning Agreement (*Karl Otterstrom*)
 - I. Public Works Contracts Under \$35,000: Final Acceptance (*Monique Liard*)
8. Board Action – Other: (*30 minutes*)
 - A. Expo Celebration Support Options (*Carly Cortright*)
9. Board Report: *10 minutes*
 - A. Facilities Master Plan Update: Project Overview (*Brandon Rapez-Betty*)
10. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Al French*)
11. Planning & Development Committee: *15 minutes*
 - A. Chair Report (*Pam Haley*)
 - i) 2035-2030 Transit Development Plan: Tactical Framework (*Karl Otterstrom*)
 - ii) 2025-2030 Transit Development Plan: Review Preliminary Revenue & Expenditure Forecast Assumptions (*Monique Liard*)
 - iii) Connect 2035 Strategic Plan Phase 2 Update: Revenue & Fares Element (*Karl Otterstrom*)

12. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report (*Josh Kerns*)
13. CEO Report: *15 minutes*
14. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. March 2024 Sales Tax Revenue (*Monique Liard*)
 - C. February 2024 Financial Results Summary (*Monique Liard*)
 - D. February 2024 Operating Indicators (*Brandon Rapez-Betty*)
 - E. STA Moving Forward (STAMF): Project Delivery Amendment (*Karl Otterstrom*)
 - F. Clean Fuel Standard Program Introduction (*Brandon Rapez-Betty*)
 - G. 2023 Year-End Performance Measures (*Brandon Rapez-Betty*)
 - H. 2023 Community Perception Survey Results Summary (*Carly Cortright*)
 - I. May 2024 Service Change (*Karl Otterstrom*)
 - J. Connect Spokane Comprehensive Plan Update: Revenues & Fares Element (*Karl Otterstrom*)
15. New Business: *5 minutes*
16. Board Members' Expressions: *5 minutes*
17. Executive Session (*Etter, McMahon, Lamberson, Van Wert & Oreskovich, P.C.*): *10 minutes*
For the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.
18. Adjourn

Optional Virtual Link:	Click Here for April STA Board Meeting	
Password:	Members: 2024	Guests: Guest
Call-in Number:	1-408-418-9388	Event #: 2496 963 4657

Cable 5 Broadcast Dates and Times of April 18, 2024, Board Meeting:

Saturday, April 20, 2024	4:00 pm
Monday, April 22, 2024	10:00 am
Tuesday, April 23, 2024	8:00 pm

Next Committee Meetings, Wednesday, 1230 West Boone Avenue, Spokane, Washington:

Board Operations	May 8, 2024, 1:30 pm
Planning & Development	May 1, 2024, 10:00 am
Performance Monitoring & External Relations	May 1, 2024, 1:30 pm

Next Board Meeting:

Thursday, May 16, 2024, 1:30 p.m. STA Boardroom, 1230 West Boone Avenue, Spokane, Washington

(A virtual joining option is available for all meetings)

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: www.spokanetransit.com. A video of the Board meeting may be viewed on the website the week after the meeting. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Anyone wishing to address the Board of Directors on a specific subject at a Board meeting may do so by submitting written comments to the STA Chair of the Board (1230 West Boone Avenue, Spokane, WA 99201-2686) 24 hours prior to the Board meeting. Mail addressed to the Board of Directors will be distributed by STA at its next meeting. Mail addressed to a named Board Member will be forwarded to the Board Member, unopened. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 10, 2024

AGENDA ITEM 8 : BOARD OPERATIONS COMMITTEE DRAFT MAY 8, 2024, MEETING
AGENDA – INFORMATION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: The draft Board Operations Committee meeting agenda for May 8, 2024, is attached for your information.

RECOMMENDATION TO COMMITTEE: For information and discussion.

Spokane Transit Authority
1230 West Boone Avenue
Spokane, WA 99201-2686
(509) 325-6000

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, May 8, 2024

1:30 p.m. – 3:00 p.m.

Meeting In Person at Spokane Transit Authority
Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA
w/Virtual Public Viewing Option

DRAFT AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda (*French*)
3. Chair's Comments (*French*) (5 minutes)
4. Committee Action/Discussion (10 minutes)
 - A. Minutes of the April 10, 2024, Committee Meeting – Corrections/Approval
 - B. South University Property Acquisition (*Otterstrom*)
5. Committee Chair Reports (10 minutes)
 - A. Pam Haley, Planning & Development
 - B. Josh Kerns, Performance Monitoring & External Relations
6. Board of Directors Draft May 16, 2024, Meeting Agenda – Corrections/Approval (*Meyer*) (5 minutes)
7. Board Operations Committee Draft June 12, 2024, Meeting Agenda – Information (*Meyer*) (5 minutes)
8. CEO Report (*Meyer*) (15 minutes)
9. New Business
10. Adjourn

Next Committee Meeting: Wednesday, June 12, 2024, at 1:30 p.m. in person

Virtual Link:	Join here	
Password:	Members: 2024	Guests: 0524
Call-in Number:	1-408-418-9388	Event #: xxxx xxx xxxx

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 10, 2024

AGENDA ITEM 9 : CEO REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: At this time, the CEO will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 10, 2024

AGENDA ITEM 10 : NEW BUSINESS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: n/a

SUMMARY: At this time, the Committee will have the opportunity to initiate discussion regarding new business relating to Board Operations.

RECOMMENDATION TO COMMITTEE: Information only.